



**ACHIEVE
THE POSSIBLE**

phone: 508-363-0201
fax: 774-243-9175
address: 345 Greenwood
Street, Worcester, MA 01607
www.cabiautism.org

Inclusion and Diversity Policy

At the Center for Applied Behavioral Instruction (CABI) we value a variety of backgrounds, skills, and experiences leading us to firmly believe that we benefit from the diverse nature of the people who work with us. We understand and believe that diversity is essential to us being able to best serve our students and their families. We strive to ensure that no one is treated inappropriately or disrespectfully at our workplace thereby aligning us with our *pillars* to act with integrity and care for the people within our organization.

This policy sets out our approach to inclusion and diversity and the avoidance of discrimination at work.

What do we believe diversity to be:

Diversity is the presence of differences within a given setting. It is not one person, but a group of unique people from different backgrounds. It encompasses protected characteristics (differences) such as age, gender, pregnancy, abilities, sexual orientation, religion, nationality, race, ethnicity, among other individualities. When there is a lack of diversity, it simply means that the group is homogenous in one or more of these areas. CABI embraces and works toward a diverse setting not only for our staff but also for our students.

What we believe inclusion to be:

CABI believes that inclusion constitutes the inherent invitation to be fully yourself at work and to be allowed to participate freely with and without invitation in activities and experiences that affect an individual's performance at work.

An example:

In the words of Verna Myers, "Diversity is being invited to the party. Inclusion is being asked to dance." Here's how we like to think of it - we want everyone at **CABI** to *feel comfortable bringing their full, true selves to work without fear of discrimination*. Everyone has something that makes them unique, and we think that benefits us as a group!

More specifically, CABI believes inclusion and diversity for the purposes of this policy mean the creation of a respectful work environment in which people neither discriminate nor are discriminated against in any context on the basis of the following characteristics:

1) age; 2) disability; 3) gender or gender reassignment; 4) sex or sexual orientation; 5) marital or civil partnership status; 6) family status including pregnancy, maternity, paternity, or another career status; 7) race including ethnic origin, nationality or color; 8) religious, political or other beliefs; 9) full-time or part-time status, and 10) any other characteristic in respect of which legal protection is afforded by local law.

Discrimination for these purposes includes one of the above characteristics being a factor in someone not being treated as favorably as they would otherwise have been treated, even if that characteristic was not the only, or the main factor, related to the treatment.

Harassment

Harassment includes any disrespectful actions or statements related to the above characteristics or any other form of behavior that does not involve being treated with respect and dignity. It includes any verbal or physical conduct designed to threaten, intimidate, coerce, or verbal taunting that, in the employee's opinion, impairs his or her ability to perform his or her job as expected. This applies in the workplace and outside the workplace (when dealing with customers, suppliers, or other work-related contacts, and on work-related trips or events including social events).

Sexual harassment in any form is prohibited under this policy. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for employment decisions, or when such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

This policy applies to all people who work for us (including our employees, contractors, consultants, advisors, temporary workers and agency workers) and applies throughout the course of their dealings with us, including when they apply to work for us and after they cease working for us. It covers all aspects of employment with us, including recruitment, pay and conditions, training, appraisal, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment. The policy creates both rights to be enjoyed by people who work for us and responsibilities for those same people to behave in a similar manner to ensure that others enjoy those same rights.

Leaders within our school should assume particular responsibility to give effect to inclusion and diversity and vehemently and promptly address any conduct that breaches this policy of which they become aware.

Assistance

We provide assistance to all people who work for us to comply with this policy including, where appropriate, training, guidance and support from Human Resources. In addition, an inclusion and diversity committee has been established to continually review practices and policy. This group will meet quarterly to discuss any issues or concerns as well as ongoing training needs.

Complaints

Incidents of non-compliance with this policy or of any other conduct that affects inclusivity and diversity should ordinarily be reported to Program Director or Executive Director in the first instance. If an individual does not feel comfortable reporting to one of these individuals, they may utilize human resources by calling the CABI representative at HR Knowledge. CABI is committed to dealing promptly and thoroughly (and with as much confidentiality and sensitivity as is possible) with any complaints.

We do not tolerate any form of retaliation relating to any complaint made in good faith. Retaliation includes not only conduct directed at the complainant but also conduct directed at any other person involved in any related investigation.

Consequences

We may commence disciplinary or other applicable proceedings under our policy and procedure expectations against any person who we consider may have breached this policy. Such proceedings may lead to the determination of appropriate disciplinary actions up to and including dismissal.

Policy Status

We reserve the right to review and amend this policy to ensure that we are adequately promoting inclusion and diversity.

Brian Doyle

Executive Director

Center for Applied Behavioral Instruction